

**BY-LAWS OF  
MADISON CENTRAL BAND BOOSTERS, INC.**

**ARTICLE I**

**Name**

This organization shall be known as Madison Central Band Boosters, Inc.

**ARTICLE II**

**Purpose**

Section 1 – To advocate, stimulate and maintain an enthusiastic interest in and support of all phases of the band program at Madison Central High School.

Section 2 – To cooperate with the Band Director, Assistant Band Director, and the School Board of Madison Central to insure that this instrumental program be maintained at the highest possible level of excellence.

Section 3 – To build and maintain an organization which will promote the general activities of the Madison Central Band program.

Section 4 – The organization shall be recognized as a non-profit corporation of the State of Kentucky.

**ARTICLE III**

**Membership**

Parents and guardians of band members are automatic members. Other interested persons may join this organization by application to the President and acceptance by the membership. New members shall be introduced at each regular or special meeting. Each member of the organization shall have one vote. The Band Director and Assistant Band Director are automatically non-voting ex-officio members of the organization.

**ARTICLE IV**

**Meetings**

Section 1 – A regular meeting shall be held once each month from August through May in the Madison Central Band Room or other location as needed.

Section 2 – Special meetings may be called at the discretion of the President. The purpose of a special meeting shall be stated in the call.

Section 3 – All members shall be notified by the Secretary at least seven days prior to a special meeting, or any change in the time and/or location of a regular meeting.

Section 4 – At regular or special meetings of the organization, attendance by 15 Band Booster members shall constitute a quorum. Any meeting without a quorum may become an Executive Council meeting in order to approve critical and time sensitive business of the Boosters in a timely manner.

## **ARTICLE V**

### **Elected Officers**

The elected officers of the organization shall consist of the President, Vice-President, Secretary, Treasurer, Financial Secretary, Assistant Financial Secretary, Registrar and the chairs of the standing committees.

## **ARTICLE VI**

### **Executive Council**

Section 1 – The elected officers of the organization, the immediate Past President (ex-officio), and up to four Directors-At-Large shall be considered the Executive Council. Directors-At-Large shall be appointed by the President in consultation with the Band Director and shall be approved by the membership. A majority of the Council shall constitute a quorum.

Section 2 - Duties of the Executive Council shall include: reviewing and recommending policies for fundraising activities, assisting the President in preparing an agenda for each membership meeting; and attending to matters brought to the attention of the Council. The Executive Council shall also have the power to act in the best interest of the Band Boosters in the event a timely decision is needed before the next membership meeting or a quorum is not present at a membership meeting. Any decisions shall be reported to the membership at the next scheduled meeting.

Section 3 - The Band Director and-or Assistant Band Director will serve as advisors to the Executive Council. The Band Boosters will depend on the Director as liaison between the Boosters and the school administration. The Band Director will be bonded for a minimum of \$10,000. The Assistant Band Director will assume all other Band Director responsibilities provided the current Director is unable to fulfill their duties and the Madison County School System appoints him/her in the interim.

Section 4 – The Executive Council shall meet as needed to conduct the necessary business of the Boosters. Special meetings of the Council may be called by the President. Members of the Council shall be notified of all called meetings. All meetings of the Council, with exception of the executive sessions, are open to the membership. Executive sessions are open only to the Band Directors, officers and standing committee chairs of this organization. Any member with an item for discussion shall request the President to place it on the agenda for the next Council meeting.

Section 5 – The incoming Executive Council members shall meet with the outgoing Executive Council at the last meeting of the fiscal year (prior to July 1<sup>st</sup>).

Section 6 – The Band Director shall submit a one-year activity plan to the Executive Council at their first meeting of the new school year. The activity plan shall include a tentative annual operating budget to be approved by the Executive Council and submitted to the membership. This plan shall include overnight trips, spring trips, and estimated expenditures for uniforms and instruments.

## **ARTICLE VII**

### **Elections**

Section 1 – Officers and Standing Committee Chairpersons shall be elected by the membership. Any member whose child shall be a Band member during the next fiscal year can be an officer.

Section 2 - A Nominating Committee should be appointed no later than the March meeting of the membership. A minimum of two members shall be named from the Executive Council and two members shall be named from the membership. The committee will elect its chairperson.

Section 3 – A slate of candidates proposed by the Nominating Committee shall be presented to the membership no later than the April meeting. Nominations may be made from the floor after the report of the Nominating Committee. The membership shall decide upon the method for voting by a simple majority. These may include mail, electronic or telephonic voting. The method of voting shall be distributed to the membership by electronic mail, shall be posted on the Associations website and by other means deemed as necessary by the Executive Council no less than 14 days prior to the deadline for voting. Elections shall then occur at the next scheduled membership meeting or within two weeks following that meeting using a method approved by the membership.

Section 4 – Nominations may not be made without prior consent of the nominees.

Section 5 – An election shall be by a written ballot prepared by the Secretary. An open ballot shall be used if a single slate is presented.

Section 6 – Officers and Standing Committee Chairpersons shall serve for a term of one year beginning on July 1.

Section 7 – Vacancies shall be filled by election at the first membership meeting after such vacancy occurs. Nominations may be made from the floor.

## **ARTICLE VIII**

### **Duties of the Officers**

Section 1 - It shall be the duty of the President to preside at all membership meetings and Executive Council meetings; to prepare an agenda for all membership meetings; to be an ex-officio member of all committees except the Nominating Committee; to call special meetings as necessary; to be the official representative of the Band Boosters at all functions involving the Band; and to appoint special committees with the advice and consent of the Executive Council.

Section 2 – It shall be the duty of the Vice-President to assist the President as required and to perform the duties of the President during the latter’s absence. The Vice-President shall be a member of the Fundraising Committee and shall be responsible for communicating Band news to the membership.

Section 3 – It shall be the duty of the Secretary to keep and preserve an accurate record of all meetings of the membership and the Executive Council. These individual reports will be the permanent records submitted for the purpose of establishing yearly archives. The Secretary shall handle correspondence pertaining to activities of the organization. The Secretary shall be responsible for confirming the presence of a quorum by count of those present and shall also distribute a copy of the minutes of the last meeting.

Section 4 - It shall be the duty of the Treasurer to disburse all funds to approved bills and obligations provided for in the budget. Authorization for all other disbursements shall be made by the membership, except in an emergency at which time the Band Director, Assistant Band Director or the President can authorize a check up to \$200.00. The Treasurer may submit to the membership the name of one other band booster to serve as Co-Treasurer, with duties assigned as needed by the Treasurer. The Treasurer shall be bonded for a minimum of \$10,000. All checks shall have signatures of two of the following officers: Treasurer, Co-Treasurer, Assistant Treasurer, President or Vice-President. Bank signature cards for these officers must be signed at the beginning of the school year. The Treasurer shall provide a Treasurer’s report at each monthly meeting, and shall submit to the MCHS financial officer by July 10 an Income Statement reflecting Band Booster financial activities for the fiscal year just completed.

Section 5 – It shall be the duties of the Assistant Treasurer to keep accurate records of each student’s financial standing within the Band and all purchases paid by students or booster members, and shall perform the duties of the Treasurer in the latter’s absence. The Assistant Treasurer shall be bonded for a minimum of \$10,000.

Section 6 - It shall be the duty of the Financial Secretary, and an Assistant to the Financial Secretary, to receive all funds for any purpose, whatsoever, to give proper receipts for these funds, and to deposit any and all such funds to the credit of the organization in a properly designated bank.

Section 7 - It shall be the duty of the Band Registrar to complete the band roster to include the student, their instrument and grade, the parent/guardian contact information and any other information deemed necessary by the Executive Officers. Further, to assist the Communication Committee to organize and implement the communication efforts within the band organization.

Section 8 – The President may maintain in his/her possession up to five checks to be used for any emergency or use as directed by the Council in the absence of the Treasurer or Assistant Treasurer.

Section 9 - Members who wish to share duties of a particular office should specify the office and duties of each member prior to election. The only exception will be President, which must be one person. Any co-officers shall both serve on the Executive Council. Only one of the Co-Vice Presidents shall be authorized to sign checks.

## **ARTICLE IX**

### **Committees**

The standing committees of the organization shall be the Fundraising Committee, the Program/Events Committee, the Travel Committee, the Communications Committee and the Food Committee. The Band Director and the Assistant Band Director shall be ex-officio advisors to all standing committees. It shall be the duty of the standing committee chairpersons to appoint members to serve on their respective committees.

Section 1 – The Fundraising Committee shall consist of at least three members who shall submit their plans for raising funds to the Executive Council for their advice.

Section 2 – The Program/Events Committee shall consist of members who shall arrange and execute any social functions of the Band or Band Boosters during the year.

Section 3 – The Travel Committee shall consist of a Chairperson and up to four members-at-large, as needed. The Band Boosters will furnish lodging and transportation for the Band Director, Assistant Band Director, and Band staff persons, and lodging for the semi-truck driver and bus drivers, and shall make reasonable effort to assist Chaperones and Equipment Truck Drivers with lodging costs(as needed). The Travel Committee shall name a Transportation Chairperson to work with the Band Director to make arrangements for vehicles to transport personnel and equipment to all Band events and trips (as needed).

Section 4 – The Communications Committee shall consist of at least two members who shall photograph and/or record Band Events; and assist the website manager by posting such media to the Band website after approval of the Band Director and Assistant Band Director. Committee members shall post Band activities, news, photographs, video footage, calendars and other newsworthy events for the benefit of the Boosters and alumni, with the advice and consent of the Executive Council and Band Directors. Committee members shall also maintain a roster of alumni of the Band, assist the Vice-President with communicating Band news to alumni, and assist the Fundraising Committee in communicating the fundraising opportunities to the alumni.

Section 5 – The Food Committee shall consist of members who organize and prepare all meals and refreshments at all band events.

Section 6 – Special Committees shall be designated and appointed by the President. These Committees shall meet and function for the time required to perform designated duties, as outlined in the Madison Central Band Boosters Handbook. The Band Director and the Assistant Band Director shall be ex-officio advisors to all special committees. It shall be the duty of the special committee chairpersons to appoint members to serve on their respective committees.

## **ARTICLE X**

### **Fiscal Policies**

Section 1 – The fiscal year of the organization shall begin July 1.

Section 2 – The chairperson of each fundraising activity as well as any person receiving funds in the name of the organization shall promptly submit all monies so received to the Financial Secretary or the Assistant Financial Secretary to be deposited to the credit of the organization.

Section 3 – All accounts of the organization shall be subject to an annual audit. The completed audit report shall be made available to the membership in a timely fashion.

Section 4 – The President shall appoint an Internal Auditor to review the financial records of the Treasurer for at least one month of each fiscal year. Any discrepancies in these records must be reported to the Executive Council at the next meeting.

## **ARTICLE XI**

### **Amendments**

Section 1 – These By-Laws may be amended by a two-thirds majority vote by the members present at any regular or special meeting of the membership.

Section 2 – All members shall receive advance notice of the proposed amendment(s) for review prior to the meeting.

## **ARTICLE XII**

### **Rules of Order**

Robert's Rules of Order, Revised, shall serve as a basis for parliamentary procedures.

## **ARTICLE XIII**

### **Dissolution**

Section 1 – The organization may be dissolved through a resolution by the membership. The question of such dissolution shall be submitted to a vote at a subsequent meeting of the members. Written notice shall be mailed to each member at least three weeks prior to the date of such a meeting. A resolution to dissolve the organization shall be adopted upon receiving at least two-thirds of the votes of the members present at such a meeting.

Section 2 – Upon dissolution of the Band Boosters, all assets and liabilities will be turned over to the Madison Central Band account.

Adopted: September 9, 1991

Revised: May 30, 2000

Revised: March 12, 2007

Revised: September 8, 2008

Revised: February 13, 2012

Revised: April 14, 2014